



HOUSE OF LORDS

Management Board

2nd Meeting

Monday 30 January 2017

MINUTES

Present:	David Beamish	Chairman
	Simon Burton	Corporate Services
	Rob Greig	Digital Services
	David Leakey	Black Rod
	Andrew Makower	Financial Resources
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Carl Woodall	Support Services
	Penny Young	Participation, Information and Research, House of Commons
Apologies:	None	
In attendance:	Eric Hepburn	Parliamentary Security (for item 1)
	Martin Trott	Director of Efficiencies and Joint Working (for item 2)
	Benet Hiscock	Director of External Relations (for item 3)
	Lee Garragher	Assistant Director, Strategic Estates (for item 5)
	Robert Cooper	Project Leader, Strategic Estates (for item 5)

I. Pass re-design [RESERVED]

MB/2017/7

- I.1 Eric Hepburn introduced the paper.
- I.2 After discussion, the Board **agreed** to the proposals made for reducing the pass types and colours; for improving visibility and recognition of security passes; and for replacing current paper day visitor passes with a more robust and visible solution.
- I.3 The Board **agreed** that further consultation should take place with Black Rod and others, including the Serjeant at Arms, to determine how access and escort rights should be reflected in the new passes; what distinction should be made between Lords, Commons and bicameral staff; and what type of pass should be given to members' spouses. It was **agreed** that the Board would be kept informed of the outcome.

- 1.4 Member committees in both Houses would be consulted in due course.

Action	Owner	Deadline/Status
Eric Hepburn to consult Black Rod on detailed provisions of pass review.	Eric Hepburn/David Leakey	ASAP

2. Efficiencies Programme: progress and proposals to identify further efficiencies

MB/2017/8

- 2.1 Andrew Makower introduced the paper. Martin Trott provided an overview of progress and the proposals.
- 2.2 The Board **agreed** to the proposed process and timetable for identifying further efficiencies, noting that there would be further opportunity to consider specific proposals, with the option of disagreeing to those which affected Lords services, including those delivered via shared or joint services, in May 2017.
- 2.3 The Board **agreed** that the language of the programme needed to reflect its focus on finding efficiencies, rather than making cuts. This would need to be addressed in any communications to staff.
- 2.4 The Board **agreed** that there needed to be strategic alignment between what departments were being asked to deliver in terms of services to members and staff, and the efficiencies which they were being asked to achieve. It was right that possible efficiencies should be explored; but cuts should not be imposed without reference to the impact on service delivery and customers.

3 Risk report: Reputation

MB/2017/9

- 3.1 Simon Burton introduced the paper.
- 3.2 *[More information – restricted access].*
- 3.3 *[More information – restricted access].*
- 3.4 *[More information – restricted access].*

4 Senior Band staff – appraisal arrangements for 2017 [RESERVED]

MB/2017/10

- 4.1 Tom Mohan introduced the paper

4.2 The Board **agreed to** the timetable for the completion of this year's Senior Band staff appraisals as set out in paragraph 8, in light of the departure of the Clerk of the Parliaments soon after the end of the reporting year.

5 Millbank House Development update

MB/2017/11

5.1 Carl Woodall introduced the paper.

5.2 The Board **agreed to** the recommendation by the Finance Director to increase the 2017/18 Estimate by half the forecast overspend on the project, and to reassess the situation in autumn 2017 as part of the Forecast Outturn exercise.

5.3 The Board asked for an update on the project in light of developments, including a clearer and more succinct account of reasons for the project overrun in cost and time; *[More information – restricted access]*.

Action	Owner	Deadline/Status
An update to be provided to the Board as noted in 5.3	Carl Woodall	March 2017

6 Any other business

6.1 Rob Greig told the Board that February was Cyber Security Month and asked for the support of Board members at the events which were being hosted to encourage safe cyber practices.

6.2 Tom Mohan updated the Board on the latest pay negotiations. *[More information – restricted access]*.

7 Minutes of the meeting on 16 January 2017

The minutes had been previously agreed by correspondence.

8 House of Commons Board agendas

The Board **took note**.

Next Meeting: Wednesday 8 February at 10 am

Management Board Secretary
30 January 2017